

STATE OF CALIFORNIA
BUSINESS, TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
OCCUPATIONAL LICENSING PROGRAM



APPLICATION FOR COURSE PROVIDER AND PRELIMINARY/CONTINUING EDUCATION COURSE APPROVAL
(PART A)

SECTION 1 INSTRUCTIONS

1. This application form is to obtain Department approval of a Preliminary or Continuing Education Course pursuant to the California Code of Regulations, Title 25, Division 1, Chapter 4, Subchapter 2 (hereinafter 25CCR).
2. Complete all sections and provide attachments specified in Section 7, as appropriate.

SECTION 2 COURSE TYPE (Check one box)

☐ PRELIMINARY EDUCATION ☐ CONTINUING EDUCATION

(Also check one of the following boxes below)

☐ Classroom ☐ Classroom with Challenge Examination ☐ Correspondence Course

SECTION 3 PURPOSE FOR APPLICATION (Check one box)

☐ ORIGINAL COURSE PROVIDER APPROVAL ☐ ADDITIONAL COURSE APPROVAL

SECTION 4 COURSE INFORMATION (Continuing Education Only)

CLOCK HOURS _____ COURSE TITLE _____ COURSE TOPIC _____

SECTION 5 COURSE PROVIDER INFORMATION (Print or Type)

BUSINESS NAME: _____

DOING BUSINESS AS NAME (DBA) (IF APPLICABLE): _____

CORPORATE NAME (IF APPLICABLE): _____

PRINCIPAL PLACE OF BUSINESS ADDRESS: _____ TELEPHONE: (_____) _____

Street and Number

City

State

ZIP Code

LOCATION OF COURSE PROVIDER RECORDS:

(If different than above)

Street and Number

City

State

ZIP Code

MAILING ADDRESS:

(If different than above)

Street and Number or P.O. Box

City

State

ZIP Code

☐ CHECK IF ADDITIONAL SHEET(S) ATTACHED TO IDENTIFY **ANY OTHER BUSINESS LOCATION(S) WHERE COURSE PROVIDER RECORDS WILL BE MAINTAINED.**

SECTION 6 OWNERSHIP INFORMATION (Check one box and complete name and title information)

☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY (LLC) ☐ CORPORATION

LIST BELOW, AS APPROPRIATE, THE NAME(S) AND TITLE(S) OF THE INDIVIDUAL OWNER(S); ALL PARTNERS OF THE PARTNERSHIP; MANAGING MEMBERS OF THE LLC; OR EACH CORPORATE OFFICER, DIRECTOR AND CONTROLLING STOCKHOLDER OF A CORPORATION.

Last First Middle Title

☐ CHECK IF ADDITIONAL SHEET(S) ATTACHED

NOTE: FOR A PARTNERSHIP ATTACH A COPY OF THE WRITTEN PARTNERSHIP AGREEMENT; FOR A LLC ATTACH A COPY OF THE ARTICLES OF ORGANIZATION; FOR A CORPORATION: ATTACH THE STATEMENT OF OFFICERS AND THE MOST RECENT CORPORATE MINUTES, RESOLUTIONS AND BY-LAWS.

SECTION 7 ATTACHMENTS

Attach the following items, as appropriate. Items 1 through 3 may be eliminated if this application is for an Additional Course Offering Approval, as noted in Section 3.

1. Application for Preliminary or Continuing Education Course Approval, Part B, for each person shown in Section 6.
2. Two (2) full facial photographs of each person shown in Section 6, minimum size 1 1/4" by 1", taken from a maximum distance of six (6) feet. 25CCR Sections 5340(a)(4) and 5342(a).

3. A properly completed Live Scan form (Form HCD OL 8016). Only California Department of Justice (DOJ) approved live scan facilities may be used, unless exempt. See DOJ's website for approved facilities at <http://ag.ca.gov/fingerprints/publications/contact.htm>. If there are no live scan facilities available in your area or for out-of-state applicants, please contact us at (916) 323-9803 for directions and fingerprint cards. Applicants must pay the live scan operator directly for scanning their fingerprints. 25CCR Sections 5340(a)(5) and 5342(a).
4. A description as to how the course will be presented. 25CCR Sections 5340(a)(6) and 5342(a).
5. Copies of all written, audio and audio-visual presentations, lessons, reference materials or other materials the course attendees will be provided or required to possess. **NOTE:** For a correspondence course, in addition, the examinations, instructions, warnings, certifications and envelopes in the form required by 25CCR Section 5312. 25CCR Sections 5340(a)(7) and 5342(a).
6. For a continuing education course, a copy of any challenge examination to be used and information as to the examination administration and maximum time permitted for completing the examination. 25CCR Section 5342(a)(4).
7. An outline of the course curriculum with a designation of the time allotted to the topic, or topic segment. Reference any materials provided in response to number 5 above. **NOTE:** Preliminary education course outlines shall contain all topics required by 25CCR Section 5308. 25CCR Sections 5340(a)(8) and 5342(a)(2).
8. For a continuing education course, if the course topic is not one required in 25CCR, an explanation of the topic and how it relates to manufactured home and mobilehome sales and benefits a licensee. 25CCR Section 5342(a)(1).
9. A description of the method of attendance control and record keeping. 25CCR Section 5340(a)(9).
10. Submit the appropriate fees as follows:
 - a. Application for Preliminary Education Course Approval – \$588. See 25CCR Sections 5340(b) and 5360(a).
 - b. Application for Continuing Education Course Approval – \$396 (plus \$87 for each hour over 4 hours). See 25CCR Sections 5342(b) and 5360(b).
 - c. Applicant Verification fee of \$13 for persons applying to be a Course Provider or Instructor, on or after 4/6/98, who have not previously paid this fee in connection with another HCD OL application. See 25CCR Section 5814.

NOTE: FEES ARE SUBJECT TO CHANGE

SECTION 8 CERTIFICATION

I. INDIVIDUAL

I certify under penalty of perjury that I am the sole owner of (name of business) _____ and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature _____

Date _____

II. PARTNERSHIP

We certify under penalty of perjury that we are co-partners in (name of business) _____ and that no other person is associated in the ownership of the business and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements. We further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____

III. LIMITED LIABILITY COMPANY (LLC)

I/We certify under penalty of perjury that I/we am/are manager(s) in (name of business) _____ and have filed Articles of Organization pursuant to California Corporations Code sections 17050 et seq., in the State of California and I/we am/are authorized by the California Secretary of State to transact business in California, and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I/We further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature _____

Date _____

Signature _____

Date _____

IV. CORPORATION

I certify under penalty of perjury that (name of business) _____ is incorporated in the State of _____ and is authorized by the California Secretary of State to transact business in California, and that all answers and information contained within this application, attachments, and items submitted herewith are true and correct. I further certify that all courses will be conducted only as approved and in a manner satisfying all legal requirements.

Signature of Corporate Officer Authorized to Sign for Corporation

AFFIX CORPORATE SEAL HERE

Title

Date